

MERCEDES COLLEGE

PRIVACY ACT COMPLIANCE

Employment Collection Notice

1. In applying for this position you will be providing Mercedes College with personal information. We can be contacted at:
Victoria Square
PERTH WA 6000
Tel: (08) 9323 1323
Fax: (08) 9323 1333
admin@mercedes.wa.edu.au
www.mercedes.wa.edu.au
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for twelve months.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for this position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent.
6. We are required to conduct a criminal record check to determine whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for twelve months.